

V&IOVISSM

JOB DESCRIPTION FORM

Job Title: Optometric Technician I	Reports to: Optometry Clinical/Administrative Team Lead
Department: Optometry	Location: Vision Center - Baltej

Job Summary:

Reports directly to the Optometry Clinical/Administrative Team Lead and responsible for conducting pre-testing and special testing for the following equipment and instruments:

- Pre-testing I – auto refraction, lensometry, tonometry and topography.
- Pre-testing II – preliminary case history including current medical conditions. Visual acuities, dial in, phoropter, color vision and drop instillation.
- Special testing – visual fields, fundus photography, slit lamp photography, optec vision screener.

Also responsible for processing patient’s information through the computer system and helps maintain the operation of the reception records and examination room area.

I. Essential Duties and Responsibilities:

1. Processes patient’s information through the computer system and helps maintain the operation of the reception records and examination room area.
2. Retrieves patient records from other clinics to ensure complete information on file before appointment date.
3. Manages continuous patient flow by effectively communicating with team members and providers.
4. Prepares referrals, work and/or school excuse letters, written prescriptions for providers to sign and staff consult letters to primary care provider.
5. Conducts inventory of supplies at the stock examination rooms. Verifies and maintains stock level and recommends disposal for all expired supply items.
6. Disinfects and wipes down all equipment and instruments.
7. Conducts pre-testing and special testing for the following equipment and instruments:
 - 7.1. Pre-testing I – auto refraction, lensometry, tonometry and topography.
 - 7.2. Pre-testing II – preliminary case history including current medical conditions. Visual acuities, dial in, phoropter, color vision and drop instillation.
 - 7.3. Special testing – visual fields, fundus photography, slit lamp photography, optec vision screener.
8. Performs screening for Occupational Health Services.
9. Performs other duties that may be assigned from time to time.

II. Experience & Specifications:

1. High School Graduate – certification is not required
2. Minimum of 1 year experience with impressive track record in conducting pre-testing and special testing for the following equipment and instruments 1) Pre-testing I – auto refraction, lensometry, tonometry and topography. 2) Pre-testing II – preliminary case history including current medical conditions. Visual acuities, dial in, phoropter, color vision and drop

instillation. 3) Special testing – visual fields, fundus photography, slit lamp photography, optec vision screener.

3. Effective team player. With very good interpersonal relationship skills and can work and relate well with co-employees, patients and customers.
4. Must have the behavioral sensitivity, maturity, diplomacy and tact in addressing complex situations and handling irate customers.
5. Outstanding oral and written communication skills.
6. Strong ethics and a high level of personal and professional integrity.
7. Must have basic familiarity on federal and state laws and requirements relating to healthcare management.
8. Computer literate and very highly proficient in using MS office programs.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without accommodation.

While performing the duties of this job, the employee is frequently required to stand for extended hours, communicate clearly via speech, use hands to finger in repetitive motion, handle, or feel objects, tools or controls, reach with hands and arms, balance, talk, hear conversations or sounds as well as via radio or telephone. The employee must be able to occasionally sit for long hours, drive a car or travel to other locations. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Occasionally; the employee might be exposed to unpleasant and or stressful situations.

Work Environment:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is exposed to lights, office equipment such as computer monitors, faxes etc. in a clinical setting. The noise level in the work environment is usually low.